

**Project Title:** Business Checklist

**Agency:** Governor's Office of Economic Development

**Nominated by:**

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**Summary Paragraph:** The Montana Business Checklist provides a single, customized source of information about state government regulations for both prospective and current business owners. Based on information input by users, the service provides a list of actions, specific to their business, that are needed in order to stay compliant with state regulations.

**Project Description:**

Currently, business owners often spend months researching the various rules and regulations associated with doing business in the State of Montana. Each state agency has their own website with different locations of possible paperwork required for varying business types. Understandably, some businesses miss certain required documentation while other potential business owners decide not to start their business at all due to the high level of effort required just to gather the list of items needed to begin.

The Business Checklist service was created as a way to promote local business in the State of Montana. Users enter basic information about their current or potential business, and the service returns all pending action items required by the State of Montana to operate. Instead of visiting ten separate state agency websites, the checklist provides all relevant information for the business owner on one easy to use site. The Business Checklist service also allows for business owners to send reminders for due dates of pending items.

The Business Checklist is dynamically generated and is based upon the business type and location. The service also indicates the timeframe by which each item needs to be completed such as one time only, quarterly, annually, etc. This service is part of the Governor's Main Street Montana project and creates transparency about the business requirements at the state, county, and city level for all business owners.

The Business Checklist web application was developed using ASP.NET MVC. It uses the Twitter Bootstrap framework to make the service as easy to use on a mobile device as it is on your laptop. It ties directly to the regulation database that is hosted and managed by the Department of Administration, Service

Information Technology Services Division (SITSD). The Business Checklist application was projected to cost \$81,177.00, roughly 780 hours of development time. The actual development time was 823 hours, for a cost of \$85,540.00 to develop.